

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road Suite 201

Louisville, KY 40223

Phone: 502-429-7250 or 888-373-3300 Fax: 502-429-7246

www.krec.ky.gov

Opening a New Office

Use this form if you are opening your own office. A \$10 fee must be submitted with this request. Make your check or money order payable to the KREC. Cash and credit/debit cards are not accepted. Activation of an escrowed license requires proof of continuing education in addition to submitting payment of the Errors & Omissions Insurance premium or proof of private coverage.

If you are affiliated with another principal broker, your license must be released and returned to the Commission before this change can be processed. Attach a letter of acceptance or the completed *Transfer/Acceptance Request, document #200* to accept licensees who will also be affiliating with this new office.

Broker's Name: _____
License Number _____

Real Estate Firm Name: _____

_____ Post Office Box _____
Street Address (must also have a physical address)

City State Zip Code Email address Office Phone

NOTE: If you wish to use a post office box number along with the street address, the post office box must be in the same city and zip code as the physical office location.

Please check and complete one of these sections (**Not applicable to offices located outside Kentucky**)

☐ This office is located in an incorporated area of _____
County (Kentucky Counties Only)

☐ This office is located within the city limits of _____
City (Kentucky Cities Only)

Printed Principal Broker's Name Principal Broker's Signature Date

ESCROW ACCOUNT VERIFICATION

(Must be completed by the Kentucky bank handling the escrow account)

Firm Name Account Number Bank Name

Bank Address (must be in Kentucky) City State Zip Code

Bank Official's Title Bank Official's Signature